

Term: _____

In accordance with Public Contract Code Sections 10331 and 12101, the Department of General Services (DGS) may delegate purchasing authority to state agencies*. DGS' Procurement Division (PD) has established guidelines to ensure that purchasing activities conducted by State agencies comply with State laws, policies, procedures, and guidelines. The responses provided in this document will furnish the information necessary for PD to evaluate the agency's request for delegated purchasing authority. The agency should refer to the Delegated Purchasing Authority Guidelines for additional information necessary to provide complete responses.

A. Roles and Responsibilities

1. Agency Officer. If the agency is designating a different position as permitted by the Guidelines, provide a justification.
2. Delegation Contact. If the agency is designating a different position as permitted by the Guidelines, provide a justification.
3. Lead Staff. Describe, for sub-delegated and/or decentralized locations, how procurement activities and communication will be coordinated with the delegation contact.
4. Small Business Advocate. Describe how procurement activities will be coordinated with the delegation contact.

Small Business Advocate Information	
Name	
Title	
Office	
Street Address	
Mailing Address	
Phone & Fax	
E-mail Address	

B. Delegation Program Requirements

1. Policies and Procedures.
 - a. Attach a copy of the department's procurement policies, approved by the agency officer.
 - b. Attach a copy of the department's procurement procedures, approved by the delegation contact.
2. Training.
 - a. Do all staff involved in the procurement process have a current training plan on file? ☐ Yes ☐ No
 - b. Briefly describe the department's philosophy regarding providing procurement-related training opportunities for staff involved in the procurement process.
3. Conflict of Interest.
 - a. How does the department fulfill the conflict of interest requirement as described in the guidelines?
 - Certification document created by the department? ☐
 - Conflict of Interest Statement provided by PD? ☐If the department uses a certification document created by the department, attach a copy.

* Agency refers to any entity of the executive branch of California government including, but not limited to agency, department, board, commission, association or institution, unless specifically excepted by statute. The terms "agency" and "department" are used interchangeably in this document.

- b. Does the department require that all staff performing procurement activities under this delegation sign a conflict of interest statement?

- | | | |
|--------------------------------|------------------------------|-----------------------------|
| • Solicit bids | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Prepare requisition requests | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Prepare purchase documents | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Approve purchase orders | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Receive goods | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Approve payment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

4. Separation of Duties. If any one person within the department performs more than one of the functions associated with any individual procurement transaction as described in the guidelines, explain how the department ensures the integrity of the procurement process and the safekeeping of public funds. If not, indicate "N/A" (not applicable).

5. Purchasing Program Compliance.

- a. Are there any uncorrected findings from the department's most recent purchasing program compliance review? ☐ Yes ☐ No

If yes, describe the status of actions the department is taking to correct the findings.

- b. Has the department maintained the corrected findings from the most recent purchasing program compliance review? ☐ Yes ☐ No

If "no", describe the status of actions the department is taking to correct the findings.

6. Audits. Describe the status of actions the department has taken or plans to take to correct findings contained in related program reviews, including, though not limited to, DGS Audit Reports, Bureau of State Audits Reports, departmental internal audits. Provide copies of pertinent pages of related audit reports (cover, table of contents, and pertinent pages).

C. Scope of Delegation

1. Is the department's purchasing program: ☐ centralized ☐ decentralized
If decentralized, identify the offices and related locations.

2. List all the billing codes issued to the department by the Department of General Services, with the associated office names, the department will charge against under the delegation.

3. Use of Purchasing Vehicles. Which of the following purchasing vehicles does the department use?

- | | | |
|---|------------------------------|-----------------------------|
| • California Multiple Award Schedules | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Commodity | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Information Technology | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Master Agreements | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Statewide Contracts | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • State Price Schedules | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Prison Industry Authority | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Community Based Rehabilitation Programs | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Western States Contract Alliance | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other, specify _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

4. Use of CAL-Card.

- a. Does the department currently use the State's CAL-Card? ☐ Yes ☐ No
If the department's answer is "yes", how many department staff that will be purchasing under this delegation are cardholders? _____
- b. If the department's answer to C.4.a. is "no", does the department plan on applying to use the State's CAL-Card during the next year? ☐ Yes ☐ No

5. Purchasing Agent. Does the department:

- a. Prepare acquisition transactions or conduct procurements for other departments? ☐ Yes ☐ No

If yes:

- Provide the names of the departments for which procurement services are being provided.
- Provide the name, title, and phone number of the contact person at the department for which you will be purchasing.
- Explain why the department is providing these services for each department for which the services are being provided.
- Explain which department is responsible for which parts of the procurement process.

- b. Have an arrangement for another department to prepare acquisition transactions or conduct procurements for this department? ☐ Yes ☐ No

If yes:

- Provide the name of the department providing the procurement services.
- Provide the name, title, and phone number of the contact person at the department that will be purchasing for your department.
- Explain why the department is providing these procurement services.
- Explain which department is responsible for which parts of the procurement process.

D. Procurement Standards

1. Contract/Delegation Purchase Order (Std. 65). Does the department use the State's pre-printed Contract/Delegation Purchase Order form, Std. 65? ☐ Yes ☐ No

- a. If the department's answer is "no", does the department use a substitute version that is identical in every detail to the pre-printed form? ☐ Yes ☐ No

If "yes", attach a copy.

- b. If the department uses a substitute version that is not identical in every detail to the pre-printed form, has the substitute version been approved by PD? ☐ Yes ☐ No

If "yes", attach a copy and evidence of approval.

If "no", attach a copy for PD review.

E. Business Participation Program Requirements

Does the department regularly submit the following reports on time and complete?

- Delegated Purchasing Authority transactions ☐ Yes ☐ No
- Non-Competitive Bid Contract Quarterly Report ☐ Yes ☐ No
- State Agency Buy Recycled Campaign Procurement Report ☐ Yes ☐ No
- Small Business Participation Report ☐ Yes ☐ No
- DVBE Participation Report ☐ Yes ☐ No
- Late Payment Report ☐ Yes ☐ No

If any of the department's responses is "no", provide an explanation and corrective plan, if applicable.

F. Reporting

How will the department report its purchasing transactions to PD? (Select one)

- Create the transaction directly in the PIN System? ☐ Yes ☐ No
- Forward a copy of each CDPO to PD? ☐ Yes ☐ No
- Submit a monthly summary report of activity? ☐ Yes ☐ No

If yes, will the department use the monthly summary report provided by PD? ☐ Yes ☐ No

If no, attach a copy of the department's proposed monthly summary report.